

2023-2024

**Girls
Volleyball**

**IHSA Manual for
Schools & Managers**





2023-2024 Girls Tennis Manual

Table of Contents

School Information 1-30

Terms & Conditions.....	2-8
Season/Seeding Calendar.....	9
Cover Letter.....	10
Season Summary form Instructions/Seeding Information.....	11
Max Preps Reporting Procedures.....	12
ScoreZone Reporting Procedures.....	13
Required State Final Program Information.....	14-15
Up to Date IHSA Girls Volleyball Statistics Form.....	16
State Final Time Schedule.....	18-21
Hotel Information.....	22-23
Practice Schedule at Redbird arena.....	24
School Duplicate Awards Form.....	25-26
Pass Gate Form.....	27
Volleyball Rules Interpreter.....	28
Line-Up Sheet.....	29
Libero Tracking Sheet.....	30

Manager Information 31-40

Managers' Cover Letter.....	32-33
Managers' Checklist.....	34-35
Managers' Safety Information.....	36
Official Wilson Ball Distribution.....	37
Regional/Sectional Awards Delivery Form.....	38-39
Required PA Announcements.....	40

General Information 41-55

Emergency Action Plan.....	42-43
Weather Policies & Resources.....	44-46
Severe Weather Safety Guidelines.....	44
Wet Blub Globe Temperature.....	45
Cooling Methods.....	46
Sports Medicine Policies & Resources.....	47-48
IHSA Protocol or Implementation of NFHS Sports Playing Rule for Concussions.....	47
Return to Play (RTP) & Return to Learn (RTL).....	48
Mandatory Concussion Education.....	48
Do What's Right Sportsmanship.....	49-50
School's Responsibility.....	49
DWR Expectations.....	50
State Final Student Media/Video Taping.....	51
Internet Video Broadcasting Information.....	52
Drone Policy.....	53
IHSA Licensed Vendor.....	54

Revision History:

School Information

**IHSA Manual for
Schools & Managers**



Terms & Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2023-24 IHSA Class 1A, 2A, 3A, and 4A Girls Volleyball Tournament Series.

SCHOOL CLASSIFICATION

Classifications in the IHSA Volleyball State Series will be determined according to IHSA Policy 17 (Classification System).

DATES AND SITES

- A) Regionals:** Class 1A-4A regionals shall be played on Monday, Tuesday, Wednesday, and Thursday, October 23, 24, 25, & 26, 2023 based on the following schedule:
- 1) **Seven Team Regional:** The upper portion of the bracket's preliminary/quarterfinal contests shall be played on Monday, October 23, 2023. The lower portion of the bracket's preliminary/quarterfinal contests shall be played on Tuesday, October 24, 2023. All semifinal contests shall be played on Wednesday, October 25, 2023, with the championship occurring on Thursday, October 26, 2023.
 - 2) **Five/Six Team Regional:** Preliminary/quarterfinals shall be played on Monday, October 23, 2023, with semifinal contests on Tuesday, October 24, 2023, and the regional championship shall be played on Thursday, October 26, 2023.
 - 3) **Four Team Regional:** Teams shall play their semifinal matches (matches 1 and 2) on Tuesday, October 24, 2023. The regional championship shall be played on Thursday, October 26, 2023.
- B) Class 1A — 4A Sectionals:** Class 1A - 4A sectionals shall be played on Monday, October 30, and Wednesday, November 1, 2023. Semifinal matches shall be played on Monday, October 30, 2023, and the Sectional Championship match shall be played on Wednesday, November 1, 2023, at the sectional site.
- C) Class 1A — 4A Super- Sectionals:** The Super-Sectional matches shall be held on Friday, November 3, 2023.
- D) Class 1A — 4A State Final:** The semifinal and final round matches of the State Final tournaments shall be played on Friday-Saturday, November 10-11, 2023, at Illinois State University in Redbird Arena. The State Final will be hosted by the ISU Department of Athletics.

ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION, AND ONLINE LIST OF PARTICIPANTS

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sports/activities included in the 2023-24 Entry Policies and Procedures.

- A) Online Entries:** All member schools must enter their school into the state Series competition through the IHSA Schools Center on the IHSA Website at (www.ihsa.org). The deadline for entry is Monday, August 28th. The 2023-24 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.
- B) Late Entries:** Any attempt to enter a sport or activity online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrator in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/ activity by the school.
- C) Breach of Contract By-Law: 6.041 (Withdrawal Procedure):** To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seeding meeting date and/or the date the List of Participants is due for that sport.
- If a school withdraws after the seeding meeting date but before the first competition, the school will be charged a \$100 penalty and, if applicable, the cost of game officials and the host school guarantee provided for in the Terms & Conditions.
- If a school does not officially withdraw prior to the first competition and/or does not show up for the competition, the school will be charged a \$100 penalty, the cost of game officials, and the host school guarantee according to the Terms & Conditions for the respective sport.
- D) Eligibility:** All member schools in good standing may enter one team under the provisions of IHSA By-law 3.054.
- E) Affirmative Action:** Only girls shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.
- F) On-Line List of Participants:** The online List of Participants does not apply to team sports.

HOST FINANCIAL ARRANGEMENTS

A) Host Final Agreements

- 1) **Regional Host:** Each host school shall receive \$265.00 per night for hosting the regional and shall be reimbursed the cost of line judges no more than \$20.00 per line judge per match. The IHSA will pay R1 and R2 officials via ArbiterPay. The host shall retain 20% of net income and submit the remainder to the IHSA. In the event of a negative balance, the host shall receive some reimbursement. If admission is not charged, the host shall forfeit the guarantee.
- 2) **Sectional Host:** Each host school shall receive a flat guarantee of \$600.00 for hosting the sectional and shall receive 20% of the net income. The host school shall be reimbursed the cost of line judges no more than \$40.00 per line judge per match. The IHSA will pay R1 and R2 officials via ArbiterPay. If admission is not charged, the host shall forfeit the guarantee.
- 3) **Super-Sectional Host:** The host school shall pay for all local expenses and issue checks to the line judges no more than \$50.00 per line judge per match. Each host shall receive a guarantee of \$350.00. The IHSA will pay R1 and R2 officials via ArbiterPay. The host shall receive 20% of the net income. If admission is not charged, the host shall forfeit the guarantee.

B) Season Tickets for Regionals/ Sectionals: Local managers of regional and/ or sectional tournaments in which two (2) or more sessions are conducted may sell season tickets as well as session tickets. If the local manager exercises this option, season ticket prices will be the same as the single-session price multiplied by the number of sessions. There is no discount price for season tickets.

C) Digital Tickets: Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for this sport at the Sectional and Super-Sectional rounds of the State Series. Any exceptions must be approved by the IHSA office.

D) Admission Prices: The following State Series ticket prices have been set by the IHSA Board of Directors. A baby in arms is free at all rounds of the State Series. Pricing for all other individuals is as follows:

REGIONAL

Ticket: \$5

*If GoFan is used:

Digital Ticket: \$5

Cash Ticket: \$6

SECTIONAL

Digital Ticket: \$6

Cash Ticket: \$7

SUPER-SECTIONAL

Digital Ticket: \$7

Cash Ticket: \$8

STATE FINAL

Ticket: \$8 per session

GoFan digital ticketing is not available at the State Final. Illinois State University may make digital tickets for sale. The IHSA has no control over any convenience fees charged for these digital tickets.

E) Rights Fees for TV and Radio: See the IHSA website (www.ihsa.org) for the fees to be charged by Local Managers and/or the IHSA for television and cable broadcasts and radio originations.

TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A) Class 1A and Class 2A: In classes 1A and 2A, all state tournament series will begin in Regionals with initial seeding done by sub-sectionals. Each sub-sectional will contain 2 regional sites. Seeding for the tournament series will be done by sub-sectionals. Each sub-sectional will be seeded with #1 and #4 assigned to one regional and #2 and #3 assigned to the other regional. The remaining teams will be assigned by geography.

B) Class 3A and 4A: All state tournament series will begin with a sectional complex except where excessive travel is a factor. This is determined by the IHSA administration. Where this occurs, the tournament series will begin with sub-sectionals. Each sub-sectional will contain 2 regional sites. Seeding for the tournament series will be done by sub-sectionals. Each sub-sectional will be seeded with #1 and #4 assigned to one regional and #2 and #3 assigned to the other regional. The remaining teams will be assigned by geography.

C) Tournament Series: The successive tournament series shall be designated respectively as regional, sectional, super-sectional, and state final. The IHSA Office will select all regional, sectional, and super-sectional host sites. All schools including the Chicago Public Schools entered in the state series will be assigned to a sub-sectional or sectional complex based on geography.

D) Season Summary Sheet: Schools entered into the state series will be required to submit a Season Summary Sheet online in the IHSA School Center. Failure to do so by the required date and time will result in a school forfeiting its opportunity to participate in the seeding process. The Season Summary Sheet can be found in the IHSA School Center. Season Summary Sheet is open to



coaches by September 11 and will close by 10:00 am on October 4. All Season Summary Sheets will be available to coaches to view and seed teams in their regional/sectional complex by 11:00 am, October 4 to 12:00 noon, October 5.

- E) Virtual Sectional Coaches Meeting: Sectional managers will host a virtual meeting the day prior to the online seeding. Coaches will have the opportunity to update the entire sectional on their season.
- F) Pairings: Schools assigned to the regional tournaments will utilize true seeds within their region for determining the regional bracket.
- G) **Sectional Pairings for Traditional Format:** In the case of traditional regionals, the teams advancing from each regional shall be placed in the sectional.
- H) **Announcement of Pairings:** The Class 1A-4A pairings will be made by the IHSA and posted on the IHSA website no later than Friday, October 6.

Session 3 Consolation and Championships

Match 9 Class 1A Consolation	9:00–10:00 a.m.
Match 10 Class 1A Championship	10:30–11:30 a.m.
Award Ceremony Immediately after Match 10	
Match 11 Class 2A Consolation	12:25–1:25 pm
Match 12 Class 2A Championship	1:55–2:55 pm
Award Ceremony Immediately after Match 12	

Session 4 Consolation and Championships

Match 13 Class 3A Consolation	4:00–5:00 p.m.
Match 14 Class 3A Championship	5:30–6:30 p.m.
Award Ceremony Immediately after Match 14	
Match 15 Class 4A Consolation	7:25–8:25 pm
Match 16 Class 4A Championship	8:55–9:55 pm
Award Ceremony Immediately after Match 16	

TOURNAMENT STRUCTURE AND TIME SCHEDULES

- A) **Tournament Conflicts/Playing Order/Time Changes:** No local manager is authorized to change the dates or times of the matches played as determined by the IHSA Office. Managers shall contact the IHSA Office to resolve time conflicts, playing order conflicts, or changing the time schedule.
- B) Time Schedules:
 - 1) **Regional Time:** In a regional tournament that is held on Monday, Tuesday, or Wednesday, the matches shall start no earlier than 6:00 pm. The Thursday Regional Championship will be played no sooner than 6:00 pm.
 - 2) **Sectional Time:** In a sectional with 2 matches shall be played no earlier than 6:00 pm. A sectional with 1 match shall be played no earlier than 6:00 pm.
 - 3) **Super-Sectional Time:** Super-sectional matches shall be played no earlier than 6:00 p.m.
 - 4) **State Final Time Schedule Please note ALL State Final match times are estimates. Matches will begin immediately at the conclusion**

Session 1 Semi-finals

Match 1 Class 1A	9:00-10:00 a.m.
Match 2 Class 1A	10:30-11:30 a.m.
Match 3 Class 2A	12:00-1:00 p.m.
Match 4 Class 2A	1:30-2:30 p.m.

Session 2 Semi-finals

Match 5 Class 3A	4:00-5:00 p.m.
Match 6 Class 3A	5:30-6:30 p.m.
Match 7 Class 4A	7:00-8:00 p.m.
Match 8 Class 4A	8:30-9:30 p.m.

ADVANCEMENT OF WINNERS

- A) **Class 1A-4A:** The winners of the thirty-two (32) regional tournaments shall advance to eight (8) sectional tournaments consisting of four teams each. The winners of the eight (8) sectional tournaments shall advance to four (4) super-sectional matches consisting of two teams each. The winners of the four (4) super-sectional tournaments shall advance to the state final tournament.

TOURNAMENT RULES

- A) **Rules of Play:** The current NFHS Volleyball Rules as published by the National Federation of State High School Associations are the official rules for all tournament matches except as stated in these Terms and Conditions or in printed instructions from the IHSA Office.
- B) **Rally Scoring:** By state association adoption, a match will consist of the best 2 (two) out of 3 (three) games. Each game, including the deciding game, will be played to 25 points (no cap).
- C) **Official Wilson Volleyballs:** The Red/White/Navy Wilson KI Gold volleyball with the NFHS logo shall be used in the state tournament series. Wilson shall provide volleyballs for each level of the state series and only Wilson volleyballs may be used. The host school will choose the ball for the regular season match (white is still an option).
- D) **Team Roster and Personnel:** In each of the tournaments, a participating school shall not have more than twenty-two (22) eligible personnel on the bench. This includes players in team uniforms, coaches, and/or support personnel. There is no limit to the number of players in uniform, provided that the number of individuals does not exceed the 22-person limit.
- E) **Administrative Passes:** Each school will receive 3 administrator passes in their Super-Sectional Boxes. These are intended to be used by the superintendent, principal, and athletic director to gain access to the



facility and the floor for the awards ceremony. Any misuse of these passes will result in immediate forfeiture of the passes and possible disciplinary action for the member school.

- F) **Warm-up Time:** If a team arrives early, ball handling is permitted on the court prior to the timed warmups. Teams can take the court no sooner than 45 minutes prior to the scheduled start time of the match. If both teams are present, each team shall be restricted to their side of the playing court. The warm-up time for each match will be 2-6-6 with both teams sharing the first 2 minutes, the first 6 minutes will be the home team on the entire court, and the second 6 minutes will be the visiting team on the entire court. When teams are off the court, ball handling is allowed if space allows. If space is limited teams shall be restricted to ball handling behind the end line.

All warm-up tops (jackets or shirts) must be removed by both teams by the conclusion of the 2-minute warm-up period. Warm-up apparel is not required to be worn by a team.

Freshmen and JV players are allowed to help with varsity warm-ups. Only the 22 personnel on the roster may be on the court actually warming up, but freshmen and JV players may shag balls to ensure that the warm-up moves smoothly. Coaches of the school of these players come from need to ensure that the players are properly equipped.

The team listed on the top of the bracket shall be the home team. Teams listed on the bottom of the bracket shall be the visiting team.

- G) **Warm-Up Entry:** When taking the floor for a contest, teams should take the shortest path to their own side of the court and not run through the area occupied by the opposing team, where their opponents are warming up, or split into two lines and circle their opponents. Where possible, teams should only enter, jog, or warm up on their own half of the court.
- H) **Assignment of Officials and Line Judges:** The R1 and R2 for all tournament series matches including the preliminary match will be assigned by the IHSA Office. Local tournament managers will provide two (2) line judges, a scorer, a libero tracker, and a timer for each regional.

It is recommended that the local manager hire a licensed official for the line judge position. Local officials' associations or assignors can be used to help find officials to fill these roles. If a licensed official is not available, line judges must be at least 18 years of age and may not be a member of a school's varsity girls' volleyball team. It is recommended that line judges are adults and wear white short sleeve polo shirts, dark slacks, and black or white shoes and socks. Line judges may use flags. *The IHSA will assign line judges for the sectional and super-sectional contests.*

- 1) **Gym Set up:** For regional, sectional, and super sectionals, only, the gym (and net system) needs to be available at least 60 minutes prior to the scheduled start of the match. Teams can take the court no sooner than 45 minutes prior to the scheduled start time.

Student sections will either be placed directly behind their team bench or across the court from their team bench. Student sectionals shall not be placed behind or across from opposing teams.

- I) **AED:** Host Schools must have an AED available and on-site at all IHSA post-season contests.

TOURNAMENT POLICIES

- A) **Pre-Sale Tickets:**
- 2) **Competing Schools:** Schools competing in a State Final Tournament session will have an opportunity to purchase tickets in advance for that Friday's session. Tickets can be purchased at goredbirds.com/tickets.
- 3) **Refunds:** Under no circumstances shall there be a refund of ticket money for tickets sold in advance for the State Final even when tournament sessions are postponed. Tickets purchased in advance shall be good for the session when it is held.
- B) **All-Star Teams:** No tournament management, game officials, nor anyone serving under the supervision of the Illinois High School Association, may cooperate in any way in the selection of an all-star tournament team for the regional, sectional, or super-sectional tournaments.
- C) **Regional/Sectional/Super-Sectional Pass Gate:** Participating schools must complete the IHSA Pass Gate Form for designated school personnel to be admitted free of charge. For a regional/sectional/and super-sectional, teams assigned to regional/sectional complexes shall not be given passes to any correlated sectional tournament or super-sectional.
- D) **State Final Passes:** For the state final tournament matches, each super-sectional winner will receive 22 passes for players and other team personnel for the state final tournament. Passes shall be used by a school-approved, certified assistant coach or students from the member high school acting in a team manager role. In addition, a school will be provided 1 athletic training pass for a school that brings a certified athletic trainer. The team bench area shall be restricted to the players and team personnel who have been issued a pass.
- E) **Bands:** The host school is allowed to have a band play before matches and during time-outs and intermission. Members of the band may be given free admission. Band instruments shall not be used for cheering purposes. No band other than the one from the host school shall be admitted as an organization unless approved by the IHSA if requested by the local manager.



At Redbird Arena and at the state finals, 60 band members in addition to 1 band director will be admitted into the tournament free of charge. The IHSA will select bands.

- F) Signs and Banners:** The display of signs, banners, placards, or similar items at IHSA state series events is permitted, provided they:
- 1) Are in good taste and reflect good sportsmanship in their message and use,
 - 2) Reflect identification and encouragement to participants and their school/community,
 - 3) Are not displayed on the field of play in a manner, which interferes with play,
 - 4) Do not obstruct the view of participants or spectators and;
 - 5) Are not safety hazards.
- G) Cheerleaders and Mascots:** No pompon squads or drill team groups shall perform at any tournaments. Cheerleaders of participating schools are allowed.
- H) Damage to Property or Equipment:** If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging, or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.
- I) Practice Sessions for State Series/State Final:** In the regional, sectional, and super-sectional, the host school shall not make its gymnasium available to the visiting teams for practice sessions. Teams participating in the State Final tournaments will be permitted to practice in Redbird Arena on the Thursday prior to the state tournament. Thursday's practice schedule at Redbird Arena will mirror the state final playing schedule. In addition, a school may make arrangements to use facilities at an area high school or university during the days of the State Final tournament.
- J) Media Requirements:**
- 1) **Provide Space:** Space shall be set aside to provide for news media representatives covering the state series whether they are from newspapers, radio stations, commercial television stations, and/or cable television stations.
 - 2) **Radio and TV Originators:** It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required), and make cancellation refunds for television and/or radio play-by-play origination, according to IHSA Television and/or IHSA Radio Broadcast Policy.
 - a. **Television Rights Fees** for all levels of competition below the State Final level shall be paid to the host school and shall become part of the revenue to be shared by the member school(s) and the Association.
 - b. **Radio Broadcast Rights Fees** are not required for any level of competition in this series (except State Final). Local Managers shall permit radio play-by-play originations of the competition.
 - c. **Television and/or Radio Stations** that do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective level in this state series shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.
 - 3) All media requirements for the State Final tournament shall be handled through the IHSA Office.
 - 4) Local tournament managers shall be responsible for reporting tournament information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.
- K) Videotaping by Schools and/or Spectators:** Videotaping will be allowed provided the local managers have a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Non-competing schools and spectators will be allowed to videotape matches in the stands, provided they do not obstruct the view of participants and spectators.
- L) Flash Photography:**
- 1) During the match, no flash cameras can be used by spectators.
 - 2) Strobe lighting by the news media can be used if the Manager has conferred with both coaches who give permission.
 - 3) News media photographers are allowed to use electronic flashes. Should the manager and game official agree that the flashes are causing interference with the conduct of the contest, then they can require the photographer to cease the use of the flash.
 - 4) The Manager's decision is final.
- M) Tobacco/Liquid Nicotine Products:** The use of tobacco or liquid nicotine products in any competition area, either during practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all-state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine-free zones on the date or dates of any IHSA event being held at the site.



- N) Use of Inhalers:** A student with asthma may possess and use her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self-administration in the Illinois school code.
- O) Prayer at IHSA State Series Contest:** Prayer at an IHSA state series contest that takes place over the public address system is prohibited.
- P) Alcoholic Beverages and IHSA State Series Events:** The possession, distribution, sale, and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all-state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol-free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to a penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.
- Q) Team Reimbursements:** There will be no team reimbursements for teams competing in regional, sectional, or super-sectional tournaments. Each school participating in any regional, sectional, or super-sectional tournament match will be responsible to pay all expenses related to the team.

In the State Final tournaments, the participating teams shall be allowed transportation expenses at the rate of five dollars (\$5.00) per mile per team for one round trip to and from the center where the State Final tournaments will be played. In addition, each team that participates in the State Final tournaments shall receive a flat team expense allowance. A team traveling 0-150 round trip miles to the state's final site shall receive a \$750.00 reimbursement. A team traveling 151-300 round trip miles to the state's final site shall receive a \$1,850.00 reimbursement. A team traveling over 300 round trip miles to the state's final site shall receive a \$2,700.00 reimbursement.

Neither the State Association nor the local tournament management will assume responsibility for any other team expenses of any kind except those expenses specified above. Schools entering the tournament series must be ready to assume responsibility for unusual expenses due to accidents, inclement weather, fire, theft, or any other extraordinary cause.

- R) Housing:** Housing will be reserved by the IHSA for the teams participating in the State Final tournament. Schools participating in the State Final tournament will have an opportunity to state whether or not they will use the housing reserved for them by the IHSA Office. If schools elect to use the reserved housing, they must accept the housing assigned by the IHSA Office. If schools do not elect to use the reserved housing, they will be responsible for making their own housing arrangements for the State Final tournament.
- S) Artificial Noisemakers:** All artificial noise-making devices shall be excluded from the gymnasium. The use of band instruments shall be limited as explained in "E" above. See National Federation Rules Book 1, Section 8. *Tournament managers should not permit spectators to bring megaphones into the gymnasium for cheering purposes. Cheerleaders may use megaphones for cheering purposes.*

AWARDS

- A) Team:** The IHSA will furnish a plaque to the winning teams of the regional, sectional, and super-sectional tournaments. Trophies will be presented to the first, second, third, and fourth-place teams at the state final tournament.
- B) Individual:** Twenty-six (26) medallions will be presented to players, coaches, and other team members of the first, second, third, and, fourth-place teams at the state tournament. This count includes the Superintendent's medallion, the Principal's medallion, the Athletic Director's medallion, and the Athletic Trainer's medallion.
- C) Additional Awards:** No other trophies or awards of any kind may be presented at the tournaments unless approved by the Board of Directors.

OFFICIALS

- A) Appointment and Fees:**
- 1) Regional Fee:** In the preliminary, quarterfinal, semifinal, and final regional tournaments, each Referee and Umpire shall receive a fee of \$65.00 per match. IHSA will pay officials via ArbiterPay. Line judges shall receive a minimum of \$20.00 per match worked, to be paid by the host school.
 - 2) Sectional Fee:** In the sectional tournaments, each R1 and R2 appointed by the IHSA shall receive a fee of \$81.00 per match. IHSA will pay officials via ArbiterPay. Line judges shall receive a minimum of \$40.00 per match worked, to be paid by the host school.



- 3) **Super-Sectional Fee:** In the super-sectional matches, each R1 and R2 shall receive a fee of \$110.00 per match. IHSA will pay officials via ArbiterPay. Line judges shall receive a minimum of \$50.00 for the match, to be paid by the host school.
- 4) **State Fee and Lodging:** In the state final matches, each appointed R1 and R2 shall receive a flat fee of \$578.00 (\$144.50 per match worked). The IHSA will pay officials via ArbiterPay. Each Line Judge shall receive \$110.50 per day. In addition, each official and line judge who actually incurs an overnight lodging expense and uses the assigned housing shall receive a \$60.00 lodging allowance for each of the three (3) nights of lodging upon receipt and approval from the IHSA Administrator.
- 5) **State Final Officials Coordinator:** The Class 1A/2A Officials Coordinator shall receive \$125.00 a day. In addition, the coordinator shall receive an overnight lodging expense at the assigned housing of \$60.00 per night for a maximum of three (3) nights upon receipt and approval from the IHSA Administrator. The Class 3A/4A Officials Coordinator shall receive \$125.00 a day. In addition, the coordinator shall receive an overnight lodging expense at the assigned housing of \$60.00 per night for a maximum of three (3) nights upon receipt and approval from the IHSA Administrator.

B) Mileage Reimbursement Policy: In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty cents (\$.30) per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip per contest.



Girls Volleyball Calendar

2023-24 Girls Volleyball Season/Seeding Calendar

AUGUST

Season Starts (Mon.) Aug. 7
 1st Contest May be Held (Mon.). Aug. 21

SEPTEMBER

Season Summary Sheet open to coaches. Sept. 11

OCTOBER

Season Summary Sheet closed 10:00 am, Oct. 4
 All Season Summary Sheets are available to coaches
 to view and & teams in their
 regional/sectional complex 11:00 am, Oct. 4 - 12:00 Noon, Oct. 5
 IHSA to review all seeds..... 12:01 pm–4:13 pm, Oct. 5
 Seeds posted on girls' volleyball website 4:15 pm, Oct. 5
 Pairings posted 1:00 pm, Oct. 6
Regionals:
 7 Team (upper bracket) Oct. 23, 24, 25, & 26
 7 Team (lower bracket) Oct. 23, 24, 25, & 26
 5/6 Team Oct. 23, 24, & 26 4 Team Oct. 24 & 26

NOVEMBER

Sectionals (Mon. & Wed.) Oct. 30 & Nov. 1
 Super-Sectionals (Fri.) Nov. 3
 State Final (Fri.-Sat.) Nov. 10-11
 Season Ends (Sat.) Nov. 11



Girls Volleyball School Cover Letter

Steps Needed to Participate in the IHSA Girls' Volleyball State Series

This manual includes pertinent information related to this year's state series. There have been significant structural changes for the team bracketed sports including volleyball. Please read the Terms and Conditions to understand those changes. In some cases depending on your geographic location, your structure will be different than other areas.

School Manual: The school manual will be posted online each year around September 1st or earlier. No hard copies will be sent to participating schools. Schools will use the IHSA girls' volleyball website (www.ihsa.org click on girls' volleyball) to access general information and the IHSA Schools Center (password protected) to manage the state series. Coaches should talk to the Athletic Director to get their school's ID and passwords.

Managers Manual: Included on the website is a manual for managers who are hosting a regional, sectional, or super-sectional.

Forms: All school and manager forms are included in the manuals.

Entry/Withdrawal: If your school is listed on the assignment sheet, your school is entered into the state series. If your school is not listed, then you are not entered into the state series tournament. After August 28th, to either enter late or withdraw from the tournament, your school's official representative must call the IHSA to enter or send an email to Debbie Coffman (dcoffman@ihsa.org) to withdraw. There are penalties associated with late entries and withdrawals.

Seeding Process: Refer to this manual for online seeding instructions. All IHSA seeding is now done online.

Regional, Sectional, and Super-Sectional Pass Gate: Refer to the *Volleyball Pass Gate Form* included in this manual to know who will be admitted free into a regional, sectional, and/or super-sectional contest. Coaches must complete the form and return it to the tournament manager prior to the start of the event. Do not alter or adjust the form to substitute people not authorized to attend. There is no pass gate for the state final, instead 22 passes will be provided to competing schools. Passes shall be used by school-approved, certified assistant coaches or students from the member high school acting in a team manager role. Also, each school will receive 3 administrator passes in their super-sectional boxes. These are intended to be used by the superintendent, principal, and athletic director to gain access to the facility and the floor for the awards ceremony. Any misuse of these passes will result in immediate forfeiture of the passes and possible disciplinary action for the member school.

Regional Winners: It is imperative for each regional champion to provide the IHSA Office with photographs and state final program information in preparation for the state finals.

Information Needed to Participate in the IHSA Girls Volleyball State Tournament

State Finals: Because the 4 teams from each class advancing to the state finals will play their first match as a semi-final match, all schools will be guaranteed to play on both Friday and Saturday.

Housing: Teams qualifying for the state final will be assigned housing and provided a code to release the rooms to them. Each school has been provided with 12 rooms. The codes will be given to the advancing teams immediately after the super-sectionals.

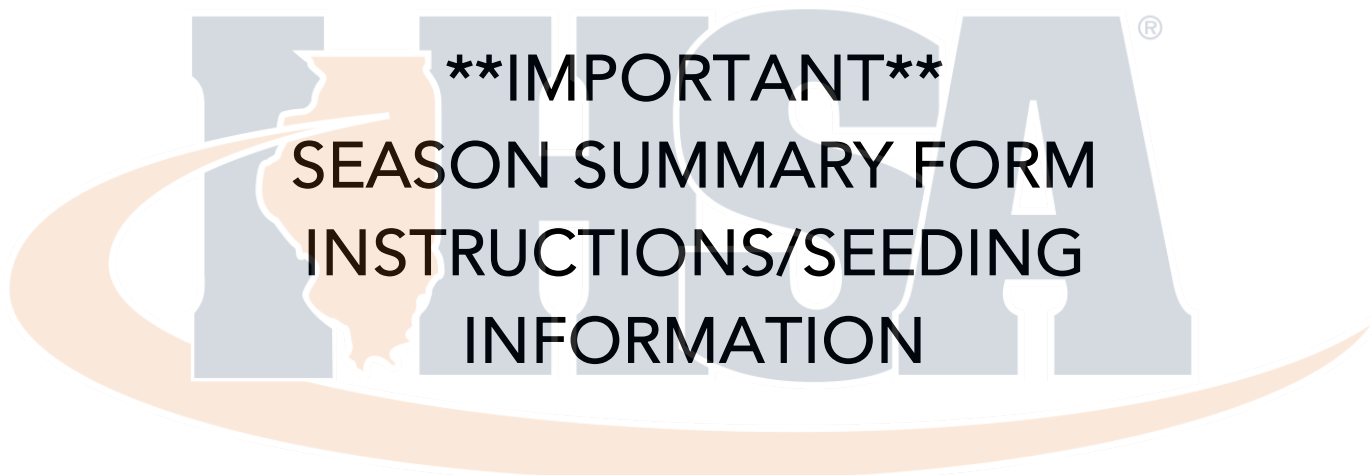
State Final Pre-sale Tickets: Schools advancing to the state finals will receive from the super-sectional manager, pre-sale tickets that can be sold at the school.

State Final Time Schedule: Please note **ALL** State Final Game times are estimates. Games will be played continuously.

State Final Qualifier Information: The downloadable State Final Qualifier Information can be located in the Schools Center and on the Girls Volleyball Menu page.

Promotions for the Regular Season

Volley for a Cure: A school may host **one** "Volley for the Cure" contest during the regular season. Officials may wear a pink shirt and teams may wear pink as well. Promotional information will be on the girls' volleyball website.



Schools entered into the IHSA State Series will be required to complete a **Season Summary Form** in the Schools Center. Failure to do so will result in a school forfeiting their opportunity to participate in the seeding process.

SEASON SUMMARY INSTRUCTIONS:

- Coaches will submit their contest results online using MaxPreps ONLY. (this can be done throughout the season)
- Coaches will then log into their School Center to complete the Season Summary form.
- On the "Coaches" link, please indicate your head and assistant coaches.
- On the "Contests" link, you can review the results of your contests for accuracy. If you need to add a contest or make corrections, it can be done on the MaxPreps site.
- On the "Comments" link, please list your team's W-L record, and submit any comments you would like to make regarding your team or their seeding placement. Click on SAVE.

SEEDING INSTRUCTIONS:

- The seed link opens up at **11:00 a.m.** on October 4
- Log into your School Center, and access the "Seeding Form" in your Sport/Activity Tracker
- Follow the instructions to seed your Sub-Sectional or Sectional Complex
- A school shall not vote for its own team.
- The seeding deadline is **12:00 noon** on October 5
- The results will be posted by 4:15 p.m. on October 5

IHSA/MaxPreps Partnership FAQ



MaxPreps is the “Official Statistician and Media Partner” for the Illinois High School Association. The IHSA partnership with MaxPreps provides great opportunities to promote your team and players and enables the IHSA to efficiently manage regular-season game results for the IHSA Score Zone, post-season seeding summary forms, statistical leaderboards, state records, media publications, and more. In order to accurately manage these initiatives, all IHSA coaches are required to enter their scores into MaxPreps after each game. They are encouraged to enter statistics to be included on all IHSA stats leaderboards.

1. **What do coaches need to do?** Coaches need to enter their rosters and schedules at the start of each season, report scores immediately after each game and enter statistics to appear on statewide stats leaderboards.
2. **What do Athletic Directors need to do?** Athletic Directors need to communicate with coaches to keep their scores and other team information updated. While MaxPreps recommends coaches are responsible for their own team information, Athletic Directors can also control every single team page from their “School Administration” page on [MaxPreps](#).
3. **How do I get started?** Coaches and Athletic Directors can register here by simply entering their email and following the prompts. If you are already a Max-Preps member, simply login in the top right corner using your current credentials.
4. **Does MaxPreps have an app?** Yes, the MaxPreps App allows coaches to update a score on their phone after the game. Coaches can also manage their schedule, stats, and roster. The free app can be downloaded by ADs, coaches, athletes, and parents from the iTunes app store and the Google Play store.
5. **Is MaxPreps compatible with other stat programs?** Yes! In addition to MaxPreps’ own mobile, tablet, and desktop tools, MaxPreps is compatible with over 80 different stat companies across multiple sports. HUDL and GameChanger are both MaxPreps Partners. Click here to see MaxPreps’ stat partners.
6. **Can coaches allow a team statistician or assistant coach to help manage their team information?** Yes! Once the coach has access to their team page, they can give other individuals access to their page to help keep their team information accurate and up-to-date. Fans, parents, communities, college athletic departments, and media outlets rely on this information.
7. **Can I send my information to the media after each game?** Yes, after scores and/or statistics are entered into MaxPreps, coaches may send that information to multiple media outlets at the same time. Click here for instructions on how to send boxscores and season statistics to media.
8. **How can fans participate with their teams?** Parents, fans, and/or team personnel can provide live scoring updates on their mobile devices during the game and post pictures, video and chat with others. All scores/updates will be available statewide on the IHSA Scoreboards and sent to those who follow the team.
9. **Who can I contact with additional questions?** Coaches and ADs may contact MaxPreps state representative Eric Frantz at efrantz@maxpreps.com, or may direct questions to MaxPreps coach support at support@maxpreps.com, or 800-329-7324 x1.



MaxPreps also has a support website at support.maxpreps.com that can help answer specific questions such as how to enter scores, schedules, rosters, and stats, how to upload a team photo, how to sync with stat partners, etc.

MaxPreps and the IHSA are happy to provide this great partnership for member schools, coaches, student-athletes, and communities.

Thank you for your important role in making this partnership a success.

ScoreZone Reporting Procedures

Managers: Please read the following page carefully. If you have any questions, please call Debbie Coffman at the IHSA Office (309-663-6377).

It is the responsibility of each tournament manager to:

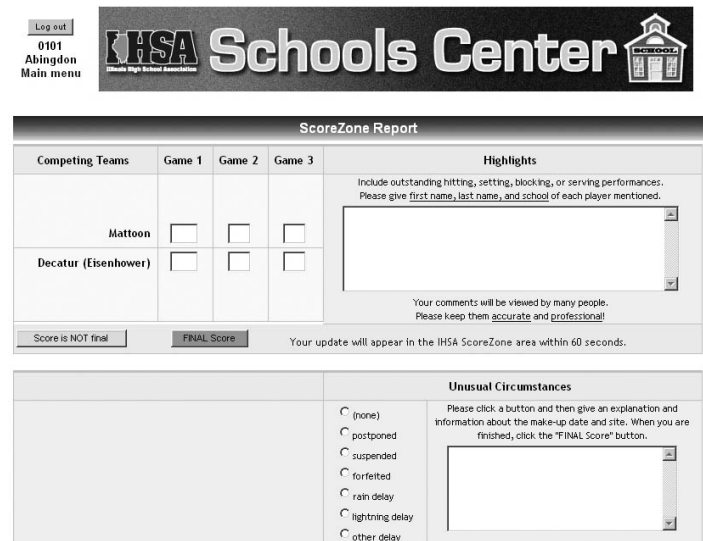
- Submit the final score of each contest you host
- Submit the final score as soon as possible after the conclusion of each contest

1. Log on to the IHSA Schools Center using your Login ID and password (www.ihsa.org).
2. Look for the "IHSA State Series Hosting & ScoreZone" icon. Click on the "ScoreZone" link. You will be shown a list of state series contests hosted by your school.
3. Find the game you want and click on "Edit".
4. Fill out the score and other appropriate information and click the button labeled "FINAL" to submit.

Please note: Your score must be submitted online. It will appear on the ScoreZone page moments after you submit it.



A sample of the page in the IHSA Schools Center where you will submit Volleyball scores.



Log out
0101
Abingdon
Main menu

Schools Center

ScoreZone Report

Competing Teams	Game 1	Game 2	Game 3	Highlights
Mattoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include outstanding hitting, setting, blocking, or serving performances. Please give first name, last name, and school of each player mentioned.
Decatur (Eisenhower)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Your comments will be viewed by many people.
Please keep them accurate and professional!

Score is NOT final FINAL Score Your update will appear in the IHSA ScoreZone area within 60 seconds.

Unusual Circumstances

Please click a button and then give an explanation and information about the make-up date and site. When you are finished, click the "FINAL Score" button.

(none)
 postponed
 suspended
 forfeited
 rain delay
 lightning delay
 other delay



Schools are Required to Submit State Final Qualifier Data Online

Dear Coach or Athletic Director:

As your team moves closer to qualifying for the State Final Tournament, you will be required to complete the State Final Qualifier Data Forms online. These forms provide the IHSA with the necessary team data printed in the State Final program.

The link to the State Final Qualifier Data forms is located in the IHSA Schools Center, a password-protected area of the IHSA Web site.

To log in to the Schools Center, go to the main IHSA Web page (www.ihsa.org) and click on the Schools Center link. Then use your User ID and password, which was given to you by your Athletic Director, to log in. On the main menu of the School's Center, look for the "Sport & Activity Tracker" area. Find Girls Volleyball and follow the row across until you find a link labeled "State Final Qualifier Data" in the column labeled "Online Forms". Click on the link and follow the instructions to fill out the required pages.

The information you will provide online includes administration, coaching staff, coaching history, season record, and roster (*If you experience any problems, please call the IHSA Office and ask for Debbie Coffman*).

IMPORTANT RE MINDER

Your team picture, administration pictures (superintendent, principal, athletic director, head coach), and cutlines need to be uploaded through the School Center. The link for uploading photos can be found in your School Center. Click on the yellow bar to the right of the screen and follow the instructions. Photos need to be uploaded no later than Saturday, November 4. Your State Final Qualifier Data needs to be entered online no later than November 4.

If your school qualifies for the State Final Girls Volleyball Tournament, you are required to complete the IHSA Up-to-Date Statistics form and email dcoffman@ihsa.org or fax (309-663-7479) it to the IHSA Office immediately following your super-sectional.

Thank you for your cooperation.

INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.

1. Sign into the Schools Center. Choose: Upload state tournament program photos here.

NOTE: Only your administrative staff has access to this link.

2. Upload the School logo in .jpg format.

3. Add administrators and coaches. Choose: Add a new administrator or coach. You will want to do this before adding team photos. (If your sport/activity does not include administrators or coaches in the program, you can skip this step and start uploading your team photo.) Follow the step-by-step instructions, making sure that you save the photos and information. Do not use all capital letters.

4. Upload your team photo. Choose The Edit button that corresponds with your sport/activity.

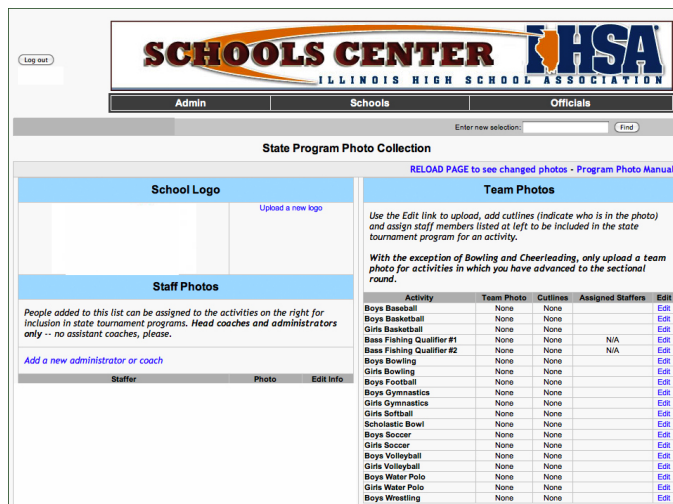
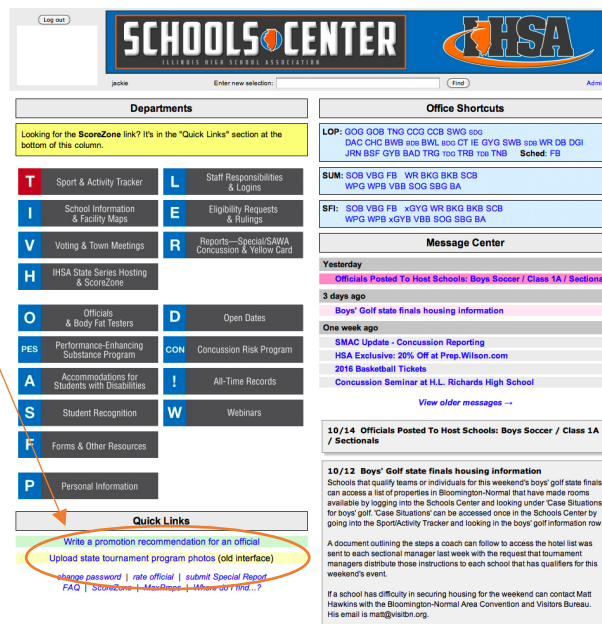
- Following the prompted instructions upload your team photo. Save changes.

- Assign staff members. Use the pull-down menus to assign staff members to be included in this program. Save changes to staff assignments. (If no administrators or coaches are included in the program, you can skip this step.)

- Add your cutlines. List individuals (first and last name) in each row. Do not use all capital letters. Do not include numbers, year in school, etc.

Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob, Mgr. Jane Doe. Save changes to cutlines.

5. Go to School Photos Menu. Check to make sure you have included all photos and cutlines for this sport/activity. If everything is correct, you can exit the Schools Center. Make sure that you have completed all other state final information for the program.





2023-2024 IHSA Girls Volleyball State Final Time Schedule

THURSDAY TIME SCHEDULE

8:30—9:40 am	Group 1 practice and photoshoot
9:40—10:50 am	Group 2 practice and photoshoot
10:50—12:00 am.....	Group 3 practice and photoshoot
12:00—1:10 pm	Group 4 practice and photoshoot
1:10—2:20 pm.....	Group 5 practice and photoshoot
2:20—3:30 pm.....	Group 6 practice and photoshoot
3:30—4:40 pm.....	Group 7 practice and photoshoot
4:40—5:50 pm.....	Group 8 practice and photoshoot
5:00 pm	Officials meeting at Redbird Room

*Please note that ALL State Final Game Times are estimates. Games will be played continuously.

FRIDAY TIME SCHEDULE

1A-2A Semi-finals Session One

Approx. 9:00 am - 10:00 am 1A Match 1

7:00 — 8:00	Bench Officials and Teams Check-in
8:00.....	Sportsmanship committee meets in Redbird Room with Beth Sauser
8:00.....	Doors open and tickets go on sale at Box Office
8:15.....	Coin Toss for teams playing in match 1
8:30.....	Team Host escorts teams from the locker room to the playing court
8:32.....	Pre-Match Warm-ups Begin (2-6-6)
8:46.....	Welcome by Announcer
	National Anthem
	Team Introductions
	Introduction of Floor Officials, Line Judges, & Officials Coordinator
9:00.....	Match 1 begins
10:00.....	Match 1 ends
After Match	Winning Team to Press Room
	Non-winning teams to the locker room, 5-minute cooling off
	Officials/Line Judges Meet with Officials Coordinator

Approx. 10:30 am - 11:30 am 1A - Match 2

Coin Toss for match 2 at the beginning of the 2nd game of match 1	
After match 1	Teams are escorted from the locker room to the playing court after the previous match is done
10:07.....	Pre-match warm-ups begin (2-6-6)
10:21.....	Introduction of complete teams, floor officials, line judges, and coordinators
10:30.....	Match 2 begins
11:30.....	Match 2 ends
After Match	Winning Team to Press Room
	Non-winning teams to the locker room, 5-minute cooling off
	Officials/Line Judges Meet with Officials Coordinator



Approx. 12:00 pm - 1:00 2A - Match 3

Coin Toss for match 3 at the beginning of the 2nd game of match 2
 After match 2 Teams escorted from locker room to playing court after the previous match is done
 11:37 Pre-match warm-ups begin (2-6-6)
 11:51 Introduction of complete teams, floor officials, line judges and coordinators
 12:00 Match 3 begins
 1:00 Match 3 ends
 After Match Winning Team to Press Room
 Non-winning teams to locker room, 5 minute cooling off
 Officials/Line Judges Meet with Officials Coordinator

Approx. 1:30 pm - 2:30 pm 2A Match 4

..... Coin Toss for match 4 at the beginning of the 2nd game of match 3
 Teams escorted from locker room to playing court after the previous match is done
 1:07 Pre-match warm-ups begin (2-6-6)
 1:21 Introduction of complete teams, floor officials, line judges and coordinators
 1:30 Match 4 starts
 2:30 Match 4 ends
 After Match Winning Team to Press Room
 Non-winning teams to locker room, 5 minute cooling off
 Officials/Line Judges Meet with Officials Coordinator

3A-4A Semi-finals
Session Two

Approx. 4:00 pm — 5:00 pm 3A - Match 5

2:30-3:30 Bench Officials and Teams Check-in
 3:15 Coin Toss for match 5
 3:30 Team Host escorts teams from the locker room to playing court
 3:32 Pre-match warm-ups begin (2-6-6)
 3:46 Welcome by Announcer
 National Anthem
 Team Introductions
 Introduction of Floor Officials, Line Judges, & Officials Coordinator
 4:00 Match 5 begins
 5:00 Match 5 ends
 After Match Winning Team to Press Room
 Non-winning teams to the locker room, 5-minute cooling off
 Officials/Line Judges Meet with Officials Coordinator

Approx. 5:30 pm – 6:30 pm 3A - Match 6

Coin Toss for match 6 at the beginning of the 2nd game of match 5
 5:00 Teams escorted from the locker room to the playing court after the previous match is done
 5:07 Pre-match warm-ups begin (2-6-6)
 5:21 Introduction of complete teams, floor officials, line judges, and coordinators
 5:30 Match 6 begins
 6:30 Match 6 ends
 After Match Winning Team to Press Room
 Non-winning teams to the locker room, 5-minute cooling off
 Officials/Line Judges Meet with Officials Coordinator



Approx. 7:00 – 8:00 pm 4A - Match 7

Coin Toss for match 7 at the beginning of the 2nd game of match 6

6:30.....	Teams are escorted from the locker room to the playing court after the previous match is done
6:37.....	Pre-match warm-ups begin (2-6-6)
6:51.....	Introduction of complete teams, floor officials, line judges, and coordinators
7:00.....	Match 7 begins
8:00.....	Match 7 ends
After Match	Winning Team to Press Room Non-winning teams to the locker room, 5-minute cooling off

Approx. 8:30 – 9:30 pm 4A - Match 8

Coin Toss for match 8 at the beginning of the 2nd game of match 7

8:00.....	Teams are escorted from the locker room to the playing court after the previous match is done
8:07.....	Pre-match warm-ups begin (2-6-6)
8:21.....	Introduction of complete teams, floor officials, line judges, and coordinators
8:30.....	Match 8 begins
9:30.....	Match 8 ends
After Match	Winning Team to Press Room Non-winning teams to the locker room, 5-minute cooling off Officials/Line Judges Meet with Officials Coordinator Sportsmanship Committee meets in Redbird Room

SATURDAY TIME SCHEDULE

Session Three –Consolation/Championship

1A Consolation 9:00 am — 10:00 am Match 9

7:00 — 8:00	Bench Official Check-in
8:00.....	Doors open and tickets go on sale at Box Office
8:15.....	Coin Toss for Match 9
8:30.....	Team Host escorts teams from the locker room to playing court
8:32.....	Pre-match warm-ups begin (2-6-6)
8:46.....	Welcome by Announcer National Anthem Introduction starting line-ups Introduction of Floor Officials, Line Judges, & Officials Coordinator
9:00.....	Match 9 begins
10:00.....	Match 9 – 1A Consolation
After Match	Winning Team to Press Room Non-winning teams to the locker room, 5-minute cooling off Officials/Line Judges Meet with Officials Coordinator

1A Championship Approx. 10:30 — 11:30 am Match 10

Coin Toss for match 10 at the beginning of the 2nd game of match 9

Teams escorted from the locker room to the playing court after the previous match is done

10:07.....	Pre-match warm-ups begin (2-6-6)
10:21.....	Introduction of starting line-ups, floor officials, line judges, and coordinators
10:30.....	Match 10 begins
11:30.....	Match 10 – 1A Championship ends Immediately following - 12
.....	1A Consolation and Championship Awards Ceremony
After Awards	Winning Team to Press Room Non-winning teams to locker room, 5 minute cooling off Officials/Line Judges Meet with Officials Coordinator



2A Consolation Approx. 12:25 am – 1:25 pm Match 11

Coin Toss for match 11 at the beginning of the 2nd game of match 10
 Teams escorted from the locker room to playing court after the award ceremony

12:02..... Pre-match warm-ups begin (2-6-6)
 12:16..... Introduction of starting line-ups, floor officials, line judges and coordinators
 12:25..... Match 11 begins
 1:25..... Match 11 – 2A Consolation ends
 After Match Winning Team to Press Room
 Non-winning teams to the locker room, 5-minute cooling off
 Officials/Line Judges Meet with Officials Coordinator

2A Championship Approx. 1:55 – 2:55 pm Match 12

Coin Toss for match 12 at the beginning of the 2nd game of match 11
 Teams escorted from the locker room to the playing court after the previous match is done

1:32..... Pre-match warm-ups begin (2-6-6)
 1:46..... Introduction of starting line-ups, floor officials, line judges and coordinators
 1:55..... Match 12 begins
 2:55..... Match 12 – 2A Championship ends
 Immediately following – 3:25 2A Consolation and Championship Awards Ceremony
 After Awards Winning Team to Press Room
 Non-winning teams to the locker room, 5 minutes cooling off
 Officials/Line Judges Meet with Officials Coordinator

**Session Four
 Consolation/Championship**

3A Consolation 4:00 pm - 5:00 pm Match 13

2:45 – 3:15..... Bench Official Check-in
 3:25..... Coin Toss for match 13
 3:35..... Team Host escorts teams from the locker room to playing court
 3:37..... Pre-match warm-ups begin (2-6-6)
 3:51..... Welcome by Announcer
 National Anthem
 Introduction of starting line-ups
 Introduction of Floor Officials, Line Judges, & Officials Coordinator
 4:00..... Match 13 begins
 5:00..... Match 13 — 3A Consolation Match ends
 Winning Team to Press Room
 Nonwinning teams to the locker room, 5-minute cooling off

3A Championship Approx. 5:30 - 6:30 pm Match 14

Coin Toss for match 12 at the beginning of the 2nd game of match 13
 Teams are escorted from the locker room to the playing court after the previous match is done

5:07..... Pre-match warm-ups begin (2-6-6)
 5:21..... Introduction of starting line-ups, floor officials, line judges and coordinators
 5:30..... Match 14 begins
 6:30..... Match 14 – 3A Championship ends
 Immediately following- 7:00..... 3A Consolation/Championship Awards Ceremony
 After Awards Winning Team to Press Room
 Nonwinning teams to the locker room, a 5-minute cooling off



4A Consolation Approx. 7:25 — 8:25 pm Match 15

Coin Toss for match 15 at the beginning of the 2nd game of match 14
 Teams are escorted from the locker room to the playing court after the award ceremony
 7:02 Pre-match warm-ups begin (2-6-6)
 7:16..... Introduction of starting line-ups, floor officials, line judges
 and coordinators
 7:25..... Match 15 begins
 8:25..... Match 15 – 4A Consolation ends
 After Match Winning Team to Press Room
 Non-winning teams to the locker room, a 5-minute cooling off

4A Championship Approx. 8:55 - 9:55 pm Match 16

Coin Toss for match 16 at the beginning of the 2nd game of match 15
 Teams are escorted from the locker room to the playing court after the previous match is done
 8:32..... Pre-match warm-ups begin (2-6-6)
 8:46..... Introduction of starting line-ups, floor officials/line judges
 8:55..... Match 16 begins
 9:55..... Match 16 – 4A Championship ends
 Immediately following – 10:25 4A Consolation/Championship Awards Ceremony
 After Awards Winning Team to Press Room
 Non-winning teams to the locker room, 5 minutes cooling off

2023-2024 Hotel Information

TEAMS

Congratulations on making it to the 2023 Final Four in Bloomington-Normal, Illinois. Qualified teams need to call and confirm your rooms at your assigned hotel by using a code number that will be provided to you in the Super-Sectional Winner Packet. This code is the only way you will be able to get your block of rooms at your assigned hotel. Teams will be assigned to the hotels based on the following:

Hotel	Contact	Phone
Doubletree Hotel by Hilton	Diana Vincent	309-661-7583
Hampton Inn & Suites	Meredith Hall	309-684-6473
Holiday Inn & Suites	Brooke Lucas	309-662-4700
Holiday Inn, Normal	Lori Croke	815-990-8094
Parke Regency	Margarita Logan	309-662-4300

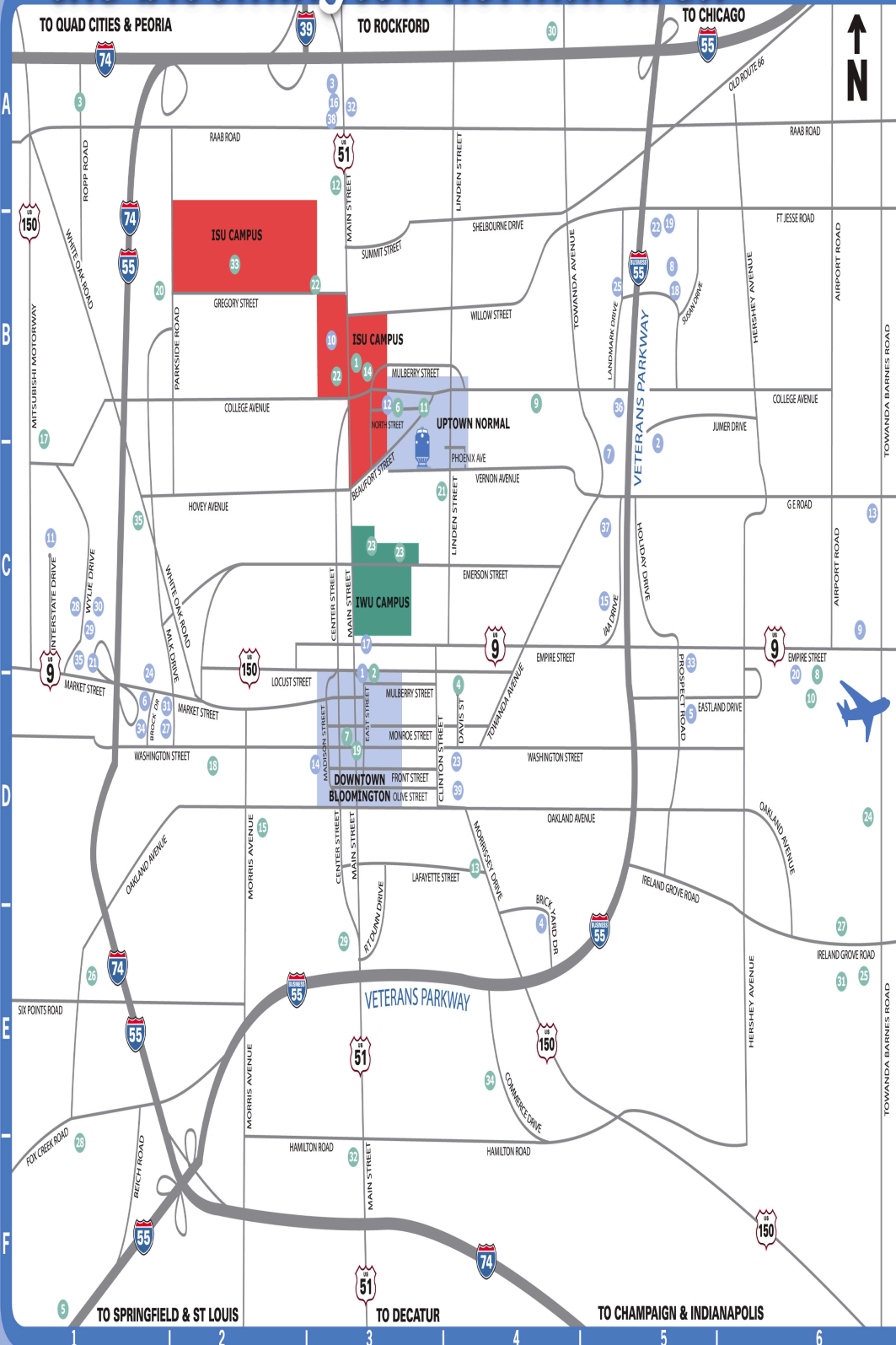
THE DEADLINE FOR HOUSING IS TUESDAY, NOVEMBER 7TH AT 12:00 PM.

FOR YOUR FANS

The above hotels will fill up very quickly, however, there are many other hotels for your fans to contact for rooms during the 2023 IHSA Girls Volleyball State Tournament. Fans can visit the Bloomington-Normal Area Convention and Visitors Bureau website (www.bloomingtonnormalcvb.org) or the Girls Volleyball page on the IHSA website (www.ihsa.org) for more information on additional hotels in Bloomington-Normal.



the bloomington-normal area



MEETING FACILITIES	
1. Bloomington Center for the Performing Arts	D3
2. The Chateau Hotel & Conference Center	B5
3. Crowne Plaza Hotel	A3
4. Doubletree Hotel & Conference Center	E4
5. Eastland Suites Hotel & Conference Center	D5
6. Hawthorn Suites & Conference Center	D2
7. Hampton Inn & Suites	C5
8. Holiday Inn Express Hotel & Suites	B5
9. Holiday Inn Hotel & Suites	C5
10. Illinois State University	B3
11. The Interstate Center	C1
12. Marriott Hotel & Conference Center	C3
13. Parke Hotel & Conference Center	C6
14. U.S. Cellular Coliseum	D3

OTHER ACCOMMODATIONS	
15. Baymont Inn & Suites	C5
16. Best Western University Inn	A3
17. Burr House (BBB)	C3
18. Candlewood Suites Hotel	B5
19. Comfort Suites	B5
20. Country Inn & Suites Airport	D6
21. Country Inn & Suites West	C1
22. Courtyard by Marriott	B5
23. Davis Rose Inn (BBB)	D4
24. Days Inn	D2
25. Days Inn & Suites	B5
26. Econolodge	D2
27. Extended Stay America	E3
28. Fairfield Inn & Suites	C1
29. Hampton Inn West	C1
30. Holiday Inn Express West	C1
31. La Quinta Inn	D2
32. Motel 6	A3
33. Quality Inn & Suites East	C5
34. Quality Inn & Suites West	D1
35. Ramada Limited & Suites	C1
36. Signature Inn	B5
37. Super 8 Bloomington	C5
38. Super 8 Normal	A3
39. Vrooman Mansion (BBB)	D4

AREA ATTRACTIONS	
1. Braden Auditorium	B3
2. McLean County Arts Center	D3
3. Rupp Jersey Cheese	A1
4. David Davis Mansion State Historic Site	D4
5. Funk's Prairie Home/Gem & Mineral Museum	F1
6. Historic Normal Theater	B3
7. McLean County Museum of History	D3
8. Prairie Aviation Museum	D6
9. Anderson Aquatic Center	B4
10. Challenger Learning Center	D6
11. Children's Discovery Museum	B3
12. Fairview Family Aquatic Center	A3
13. Gracy's Family Fun Park	E4
14. Illinois State University Planetarium	B3
15. Miller Park Zoo	D2
16. Mitsubishi Motors North America, Inc	B1
17. Pepsi Ice Center	D3
18. Upper Limits Rock Climbing Gym	D2

SPORTS FACILITIES	
19. Bloomington Parks & Recreation Department	D3
20. Champion Fields	B1
21. Normal Parks & Recreation Department	C3
22. Illinois State University Sports Facilities	B2
23. Illinois Wesleyan University Sports Facilities	C3
24. Game Time Gym II	D6
25. Pony Baseball Complex	E6
26. Nord Fields	E1
27. Community Soccer Fields	E6

GOLF COURSES	
28. The Den at Fox Creek	E1
29. Highland Park Golf Course	E3
30. Ironwood Golf Course	A4
31. The Links at Ireland Grove	E6
32. Prairie Vista Golf Course	F3
33. Weibring Golf Club at Illinois State University	B2
34. Bloomington Indoor Golf Club	E4
35. Golf Learning Center at All Seasons	C1



2023-24 IHSA Girls Volleyball State Finals Practice Schedule at Redbird Arena

Class 1A, 2A, 3A, & 4A

Format: 20 minutes shared time. 25 minutes alone on court. 25 minutes photo shoot. Teams will be assigned to practice based on the tournament bracket. Wear or bring uniforms for pictures.

Time	Team	Photoshoot	Class	Super Sectional Site	State Final
8:30-8:50	A/B		1A	A _____	_____
8:50-9:15	A	B		B _____	_____
9:15-9:40	B	A			
9:40-10:00	C/D		1A	C _____	_____
10:00-10:25	C	D		D _____	_____
10:25-10:50	D	C			
10:50-11:10	E/F		2A	E _____	_____
11:10-11:35	E	F		F _____	_____
11:35-12:00	F	E			
12:00-12:20	G/H		2A	G _____	_____
12:20-12:45	G	H		H _____	_____
1:10-1:30	I/J		3A	I _____	_____
1:30-1:55	I	J		J _____	_____
1:55-2:20	J	I			
2:20-2:40	K/L		3A	K _____	_____
2:40-3:05	K	L		L _____	_____
3:05-3:30	L	K			
3:30-3:50	M/N		4A	M _____	_____
3:50-4:15	M	N		N _____	_____
4:40-5:00	O/P		4A	O _____	_____
5:10-5:25	O	P		P _____	_____
5:25-5:50	P	O			

2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

TOURNAMENT HOSTS: DO NOT USE THIS FORM. An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- 1.) Please print and complete this form with Official Representative Signature.
- 2.) Please fax or email completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) From this form, an invoice will be generated and emailed back to the school email address supplied

This form is to be used only if the school is purchasing awards for one of the following reasons (check one):

<input type="checkbox"/> Team Roster Exceeds the number allowed in the T&C's <input type="checkbox"/> Dual Campus <input type="checkbox"/> Broken-Replacement	<input type="checkbox"/> Coop School <input type="checkbox"/> Lost-Replacement <input type="checkbox"/> State Awards: Music Sweepstakes
---	---

Sport or Activity: _____ Year: _____ Qty.: _____ Place: _____

Gender: Girls Boys Co-Ed

Classification:

1A 2A 3A 4A 5A 6A 7A 8A No Classification
 A AA MUSIC SWEEPSTAKES ONLY (Indicate Classification: AA, A, B, C, D)

Level of Competition: Regional Sectional Super-Sectional State

1-5 (\$6.00) 6-12 (\$9.00) 13-24 (\$12.00) 25-above (\$14.00)

Type of Award:

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <input type="checkbox"/> Sweepstakes Medallion	<input type="checkbox"/> Badminton Gold Shuttlecock and/or Riser <input type="checkbox"/> Laser Trophy Plate <input type="checkbox"/> Replacement Trophy Plate w/o lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement
--	--

Ind. Event Medals (indicate Event name): _____
(ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

Ordered By (Print): _____

Job Title: Principal A.D. Off. Rep. Coach

School Name: _____

School Address: _____

City, Zip: _____

Phone Number: _____

Email Address: _____

Official Representative Name (Printed): _____

Official Representative Signature: _____



2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

TOURNAMENT HOSTS: DO NOT USE THIS FORM. An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- ◆ Once this form is completed and returned to the IHSA, an invoice attached will be provided to the email provided.
- ◆ **Invoice must accompany payment!** The awards company refers to the invoice to process IHSA approved orders.
- ◆ Duplicate/Replacement Awards will only be shipped to the school.
- ◆ Duplicate Awards Orders must be approved by the School's Official Representative
- ◆ **Trophy Letters & Figurine Replacement:** Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

Contact A&M direct for pricing and availability: 2008-2017 Figure and Plate Replacement Pricing:

- | | |
|---|---|
| ◆ Gold State Champion-top figure (#1) | ◆ Gold State 3rd/4th Place-top figure (#1) |
| ◆ Gold State Champion-side figure (#1) | ◆ State 3 rd /4 th Place Gold-side figure (#2) |
| ◆ Gold State Runner-up-top figure (#1) | ◆ Gold Girls Soccer-side figure 3 rd /4 th (#3) |
| ◆ Gold State Runner-up-side figure (#1) | ◆ Gold Music Lyre-side figure 3rd (#3) |

Pricing for Schools (*INCLUDING MUSIC SWEEPSTAKES*) *Shipping not included:*

Finish	State Medallion	Reg./Sect Medal
Goldtone (1 st)	\$4.50	\$3.75
Nickel Silver (2 nd)	\$4.50	\$3.75
Copper (3 rd & 4 th)	\$4.50	\$3.75

State Medallions and Reg./Sect. Medal Shipping Costs:

1-5 = **\$6.00**
 6-12 = **\$9.00**
 13-24 = **\$12.00**
 25-above = **\$14.00**

Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque (AM-260)	\$85.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$110.00
Third/Fourth place trophy (AM-558)	\$210.00
Champion/Runner-Up (AM-557/AM-557-1)	\$220.00

Plate Replacement Pricing:

Lasering charge for State Final Trophy Plate	\$30.00, plus \$15.00 shipping
Replacement Black Plate for SF Trophy w/o lasering	\$12.00, plus \$15.00 shipping
Bat, Tennis, Golf Club Replacement for All Figurines	\$16.00, plus \$15.00 shipping



SAMPLE FORM



IHSA Pass Gate List
(Not valid at State Final Events)

Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

The fields in this form will accept a cursor and can be filled out prior to printing.

The following are the only persons representing a member school to be admitted free to this contest. The top eight (8) categories will be admitted for the entire tournament. Rostered players will only be admitted accompanied by the coach.

Participating schools must complete this form and return it to the tournament manager prior to the start of the event.

Sport/Activity:

Host School:

Level of Contest:

Your School:

The top four (4) are allowed to have one (1) guest. Guests 1-3 must arrive with administrator. Guest 4 may arrive late.

Administration

- 1.
- 2.
- 3.
- 4. **Head Varsity Coach**

Guest

The remaining coaches, etc. are allowed entry into the tournament but are not permitted a guest.

- 5. **Assistant Coach**
- 6. **Assistant Coach**
- 7. **Assistant Coach**
- 8. **Assistant Coach**
- 9. **Manager**
- 10. **Scorekeeper**
- 11. **Video/Camera Operator**
- 12. **Bus Driver**
- 13. **Athletic Trainer**
- 14. **All rostered players according to the terms and conditions.**

All other representatives from your school must pay to attend an IHSA tournament.

In case of emergency or need to communicate changes to your school:

Contact Person:

Contact Person:

Cell Phone:

Cell Phone:



Volleyball Interpreters



Barb Maue, Shiloh sprtzfanz@charter.net

Karen McNaught, Chatham kmcnaught9092@gmail.com

Nancy Nester, Gurnee njn51@hotmail.com

Julie Terstriep, Industry terstriep@yahoo.com

Mark Trapp, Villa Park mtrapp65@gmail.com

Ed Vesely, Aurora veselyvb@gmail.com

Pam Young, Chicago PamelaDYoung@aol.com

Volleyball Lineup Sheet

Note: You may type, save and print this form.

Team Roster

Team

Home

Visitor

Order	Player #	Player Name

Libero #

Game 1

Serving Team

Receiving Team

Serving Order **Player #**

I	
II	
III	
IV	
V	
VI	

Libero #

Game 2

Serving Team

Receiving Team

Serving Order **Player #**

I	
II	
III	
IV	
V	
VI	

Libero #

Game 3

Serving Team

Receiving Team

Serving Order **Player #**

I	
II	
III	
IV	
V	
VI	





Libero Tracking Sheet

S			TEAM:	L:	SET	S			TEAM:	L:
Serving Order	Service	SP				Serving Order	Service	SP		
I					1	I				
II						II				
III						III				
IV						IV				
V						V				
VI						VI				
SUBS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18						SUBS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18				

S			TEAM:	L:	SET	S			TEAM:	L:
Serving Order	Service	SP				Serving Order	Service	SP		
I					2	I				
II						II				
III						III				
IV						IV				
V						V				
VI						VI				
SUBS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18						SUBS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18				

S			TEAM:	L:	SET	S			TEAM:	L:
Serving Order	Service	SP				Serving Order	Service	SP		
I					3	I				
II						II				
III						III				
IV						IV				
V						V				
VI						VI				
SUBS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18						SUBS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18				

Instructions:

- SP - Starting Player
- Service - tally mark each service rotation
- Substitutions are slashed and then recorded by slashing the # below
- Liberos are replacements so do not slash the L
- Libero serves is marked by a triangle in serving order

S			TEAM: Westside	L: 20
Serving Order	Service	SP		
I	II	X	18 X 18	
II	II	5		
△ III	II	7	L 7 L 7	
IV	II	6		
V	II	10		
VI	I	14	L 14 21 14 L	
SUBS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18				

Manager Information

**IHSA Manual for
Schools & Managers**



Girls Volleyball Manager Cover Letter

Steps Needed to Participate in the IHSA Girls' Volleyball State Series

This manual includes pertinent information related to this year's state series. Please read the Terms and Conditions. In some cases, depending on your geographic location, your structure will be different than other areas.

Manual: The manual will be posted online each year around September 1st or earlier. No hard copies will be sent to participating schools. Schools will use the IHSA girls' volleyball website (www.ihsa.org click on girls' volleyball) to access general information and the IHSA Schools Center (password protected) to manage the state series. Information for managers who are hosting a regional, sectional, or super-sectional can be found here as well.

Forms: All school and manager forms are included in the manual.

Entry/Withdrawal: If your school is listed on the assignment sheet, your school is entered into the state series. If your school is not listed, then you are not entered into the state series tournament. After August 28th, to either enter late or withdraw from the tournament, your school's official representative must call the IHSA to enter or send an email to Debbie Coffman (dcoffman@ihsa.org) to withdraw. There are penalties associated with late entries and withdrawals.

Seeding Process: Refer to this manual for online seeding instructions. All IHSA seeding is now done online. Managers will not conduct a seed meeting.

Regional, Sectional, and Super-Sectional Pass Gate: Refer to the *Volleyball Pass Gate Form* included in this manual to know who will be admitted free into a regional, sectional and/or super-sectional contest. Coaches must complete the form and return it to the tournament manager prior to the start of the event. Do not alter or adjust the form to substitute people not authorized to attend. There is no pass gate for the state final, instead, 22 passes will be provided to competing schools.

Regional Winners: It is imperative for each regional champion to provide the IHSA Office with photographs and state final program information in preparation for the state finals.

Information Needed to Participate in the IHSA Girls Volleyball State Tournament

State Finals: Because the 4 teams from each class advancing to the state finals will play their first match as a semi-final match, all schools will be guaranteed to play on both Friday and Saturday.

Housing: Teams qualifying for the state final will be assigned housing and provided a code to release the rooms to them. Each school has been provided with 12 rooms. The codes will be given to the advancing teams immediately after the super-sectionals.

State Final Pre-sale Tickets: Schools advancing to the state finals will receive from the super-sectional manager, pre-sale ticket that can be sold at the school.

State Final Time Schedule: Please note ALL State Final Game times are estimates. Games will be played continuously.

State Final Qualifier Information: A link will be posted on the girls' volleyball website to provide final state final information to the teams.



Promotions/Recognitions

Volley for a Cure: A school may host one "Volley for the Cure" contest during the regular season. Officials may wear a pink shirt and teams may wear pink as well. Promotional information will be on the girls' volleyball website.

Officials' Assignment: The assignment of game officials shall be made by the IHSA based on the IHSA officials' rating system. The final assignments will be electronically sent to the host school managers through their Schools Center. They will be posted no later than Friday, October 20, 2023. Line judges are assigned by each local manager at the Regional level and are required. The IHSA will assign line judges for the Sectional and Super-Sectional contests. Refer to the Terms & Conditions for information.



Manager's Checklist

IHSA SEEDING MEETING PREPERATION

- Check IHSA web site (www.ihsa.org) for school assignments
- Check receipt of team plaques and Wilson volleyballs
- Remind schools to submit Season Summary Sheet online
- Remind schools to view seeds/pairings
- Remind schools of IHSA's Pass Gate Form

MANAGERS

- Check web site for seeds
- Check web site for pairings
- Contact schools with final information
- Check school site for officials assigned to your contest (2 weeks prior to meet)
- Hire line judges (Regional only)
- Report results on ScoreZone (Schools Center)
- Complete online Financial Report

SAFETY

- Enough seats to accommodate fans
- All entrances and exits controlled
- Plan for teams going in and out of gym and school
- Plan for fans going in and out of gym and school
- Parking adequate for fans
- All handicap and safety areas reserved and not blocked off
- Adequate lighting in parking lot
- Parking lot patrolled
- Check nets and standards
- If fans must be seated behind players' benches, monitor carefully. IHSA recommends that the first couple rows be reserved for press, administrators, handicap and/or senior citizens
- Talk to officials Re: Sportsmanship

SUPERVISORY STAFF

- Hire enough people to cover the event
- Train workers and assign specific sections of the gymnasium to workers
- Workers are easily identifiable
- Key people with walkie-talkies, mobile phones
- Athletic trainer available



PARTICIPANT INFORMATION

- Determine if there are any long standing rivalries of teams playing in your contest
- Determine if there are any past incidents between teams
- Identify supervisors from the visitors who will be present
- Determine if a school mascot or cheerleaders will be brought
- Note level of importance of match
- Note reputation of the crowd -- yours and theirs
- Note reputation of the student body -- your and theirs

SPORTS INFORMATION

- Set up area for reporting, making copies and interviews
- Photographer Areas identified

GAME DAY

- Court and Gymnasium
- Wilson Volleyballs
- Net
- Antennae
- Standards
- Team bench (Starting with Regional, No more than 16 chairs on each bench)
- Scorers' Bench
- Home court rules (playable and non-playable areas)
- Score books
- Libero Tracking Sheets
- Stop watch
- PA materials
- Remind PA Announcers to remain neutral on announcements
- (ie: team introductions/results of play)
- Make sure both teams enter to same music type/atmosphere (ie: lights on for both)
- Scoreboard operating
- Bleachers and handicap seating identified
- Coin for coin toss
- Water for teams and officials
- Set up for ticket takers and sellers
- Officials: Determine if officials will be announced
- Officials: One person assigned to officials to get on and off the court
- Officials: Let the officials know who is the administrator in charge of the match
- AED: Available on Site
- Make sure that the teams from the first match have to time to clear the bench before the teams for the second match

Managers' Safety Information

HEALTHY VOLLEYBALL ENVIRONMENT

School administrators, coaches, and officials share a very important responsibility to the student-athletes that are participating in the state series matches, to provide equipment, facilities, and an environment that is as free of risk as possible. The concern for the health of our high school volleyball players in our programs should be primary.

RESPONSIBILITY

Crowd supervision is critical. Administrators and other supervisors should observe the crowd and react quickly and reasonably when conduct becomes negative and drops below the level of expected behavior. Ignoring inappropriate behavior by any spectator will only enable a person or people to continue in the same fashion.

The role of an official in this regard is with the game. The role of the host school management is outside the lines. Any act dangerous to others is an unsafe behavior, incites participants or spectators to violent or abusive action, exhibits obscene gestures, or yells profanity and/or provocative type language toward an official, student-athlete, coach, spectator, bench, and/or score table personnel is considered unsportsmanlike. Such undesirable behavior requires immediate attention from the officials and/or the host school.

PROCEDURE

If a situation occurs outside the lines, therefore outside the jurisdiction of the rulebook, the official shall instruct the host manager to take care of the problem. If possible this should be done without stopping the match. (i.e. between a game or during a time-out) If not possible, the official should stop playing until the host management takes care of the situation. If the Manager, Athletic Director, and/or local school Principal are not in the gym, it becomes the responsibility of the host school coach to handle if her/his team is playing.

The posting of the expected behavior at the gymnasium entrance clarifies to everyone the IHSA's expectations of all participants.

PREVENTATIVE

Host School: Whenever possible, the competing teams should be seated so that the crowd is not behind them. If that is not possible and fans must be seated behind a bench, that area should be carefully monitored. In situations of this kind, the IHSA suggests the first couple of rows can be reserved for senior citizens, handicapped seating, press, or other teams.

Officials: Officials should use the pre-game conference to do preventative officiating and make sure the line judges and scorers are trained. In addition, the official should consider any negative history between schools or teams, coaches, or fans. If there is, then the officials should discuss it with her/his partner and choose a plan of action. Whenever possible, cover the expectation and consequences at the pre-game conference with captains and coaches.

IHSA Official Wilson Ball Distribution

The model that will be used is: Wilson K1 Gold Red/White/Navy Volleyball

Required Use of Wilson Volleyball:

The Red/White/Navy Wilson ball is required to be used in all girls' volleyball matches in the state series. There can be no substitutions of a ball manufactured by another company.

Regional, Sectional and Super-Sectional Managers:

You will receive two Wilson volleyballs. The winning school will receive the game ball following the tournament.





State Series Awards Delivery Information For Tournament Managers

1. Tournament Plaques/Trophies/Medallions will be shipped to the school sites directly from A & M Products via United Parcel Service. Please inform whoever receives your UPS deliveries to expect awards to arrive up to two weeks prior to the tournament and ask them to deliver the awards to you upon receipt. This is key in case we need to replace any damaged awards prior to your tournament.

STATE SERIES AWARDS WILL BE MARKED WITH A LIME GREEN LABEL SAYING "OPEN IMMEDIATELY"



UPON ARRIVAL - Please OPEN and INSPECT the awards upon arrival. Contact Andy Austin **IMMEDIATELY** (aaustinaandmproducts.com) for awards damage. Most awards can be replaced prior to the level of competition, if inspected upon arrival. A&M will submit a "damages claim" against the shipping company and cannot do so if the school waits months to make a claim after the tournament for a replacement. Any claims due to damages after the tournament will result in the school being billed for the replacement.

2. Be advised that **IHSA Tournament**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

3. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. **They may not arrive on the same day but should be opened as they arrive.**

4. Please check all trophies, plaques, etc.,

- (1) Good condition and not damaged in any way.
- (2) Awards are engraved with the proper sport, tournament level, year, etc.
- (3) No missing medals/places

State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions **can** be in trophy boxes.

Kraig Garber
Asst. Executive Director

Contact **IMMEDIATELY** for damaged or errors on awards
Andy Austin (aaustinaandmproducts.com)
(309) 875-2667

Awards Order Form for Regional/Sectional Tournament Ties



TOURNAMENT MANAGERS: This form must be completed to order the ties awarded earned during your Regional/Sectional Tournament.

Please complete and fax this document at the conclusion of your tournament so medalists don't have to wait long for their award(s).

Please return UNUSED TOURNAMENT medals to A & M Products, 575 Elm Place, Princeton, IL 61356.

Tournament Location: _____ Competition Level: _____ Reg _____ Sect _____
Sport/Activity: _____ Gender (check one) Girls Boys Co-ed

Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Tournament Manager's Email Address: _____

Classification (check one): 1A 2A 3A 4A 5A 6A 7A 8A Unclassified

A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

TEAM PLAQUE

Place: _____ Recipient Town: _____

School (Must supply both): _____

Individual Event Medal Tie Requests

(*Pole Vault, Discus, Diving, 100 yd. Butterfly, Singles, Doubles, 102 lb.; Speech: IE, etc.)

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

Fax (815) 879-0400 or email (OfficeAssistant@aandmproducts.com) this completed form



Required Public Address Announcements

The following announcements are required to be made over your public address system during the volleyball state series competition hosted by your school.

ATTENTION: PA and Bench personnel shall be responsible to remain unbiased and non-partial towards participating teams.

1) **Sportsmanship:** Your school is constantly in the "Public Eye". The school, its athletes and its fans are always being judged by the opposition's fans, players and by all who come to see your team perform. Make certain your school and its programs are the type that brings praise and admiration. Sports are a vital part of your school's image.... make it a good one.

2) **IHSA Web Page:** [www\(dot\)ihsa\(dot\)org](http://www(dot)ihsa(dot)org) is the address for the IHSA Web Page on the Internet. Check it out anytime you want to find out immediately what's happening with high school activities throughout Illinois. In fact, all the results of the girls' volleyball state series, including tonight's match(es), will be there when you get home.

3) **Girls' Sports:** IHSA offers more state championships for girls than any state in the nation. Long a leader in girls' athletics, the IHSA invites your attendance, not only at state tournaments, but at girls' events throughout the school year... you'll enjoy the excitement, the fan support and the quality of play...girls' athletics... another IHSA marquee program.

4) **IHSA Girls' State Volleyball Tournament:** The 49th Annual IHSA Girls' Volleyball State Finals will be held at ISU's Redbird Arena on Friday and Saturday, November 10-11. High school girls' volleyball is fun, exciting, unpredictable, and affordable. The state final offers top-flight competition, excitement, and enthusiasm. Return to your roots and discover a lot of folks select high school girls' volleyball as their favorite. IHSA Girls' Volleyball...be where the action is.

5) **All-State Academic Team:** All 26 members of the 31st annual Illinois High School Association All-State Academic Team will be honored in April during a recognition banquet at the Double Tree Hotel in Bloomington. The evening becomes a wonderful recognition of America's future leaders. Call the IHSA for more information about the banquet and how you can become a member of the IHSA Activities Foundation that underwrites the cost of the scholarships and the program. Help to support this outstanding scholarship recognition program.

6) **Official Recruitment:** If you are a former athlete...male or female...why not get back in the game? Get in shape, stay in shape, become an IHSA Official. Chances are the game gave you a lot. Now you can give something back to it. Contact your local officials' association or call the IHSA to get started.

7) **Athletic Trainers: (Announce once per sessions or twice per day)**

"The IHSA would like to recognize the Illinois Athletic Trainers Association for their dedication and commitment to IHSA sports. Athletic Trainers are Certified, and Licensed Healthcare professionals provide the utmost compassion and care for Illinois High School athletes. There are over 1600 Certified Athletic Trainers throughout Illinois, and they are devoted in keeping student athletes safe from injuries. For more information about Athletic Training, please visit Illinoisathletictrainers.org . Certified Athletic Trainers are HealthCare!"

8) **Please read once prior to the start of the contest and once at halftime (or another break)**

At this time _____ High School would like all fans to know that the AED is (insert host school name) located _____. Please a make mental note of this location in the event (insert location) of a cardiac emergency.

General Information

**IHSA Manual for
Schools & Managers**



Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to inter-scholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



Venue-Specific Action Plan

Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

Venue

Sport:

Location:

Emergency Personnel

Present:

On-Call:

Emergency Equipment Location On-Site

Nearest AED:

First Aid Kit:

Items for proper care of blood-borne pathogens:

Ice or chemical ice packs, water and towels:

Player Medical Information:

Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

Communication

Access to 911:

Access to on-call emergency medical personnel:

Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
 - a. EMS: Call 911
 - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials prior to the start of the tournament/event.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

PROACTIVE PLANNING

- 1) Assign staff to monitor local weather conditions before and during practices and contests
- 2) Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
- 3) Develop criteria for suspension and resumption of play:
 - a. When thunder is heard, or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
*- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
- 4) Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
- 5) Inform student-athletes and their parents of the lightning policy at start of the season.

EVACUATION PLAN

Safe Areas: All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

Avoid: Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

Resuming Activity: The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

Wet Bulb Globe Temperature [®]

These requirements represent minimum standards that IHSA member schools must follow for all athletic activities and competitions, both outdoors and indoor facilities that are not airconditioned. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will also be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. Decisions to suspend and resume activity will be in accordance with these guidelines.

Pre-Practice Preparation:

1. Thirty minutes prior to the start of an activity, and minimally every 30 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is required.
- a. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.
2. Provide cooling stations such as shade, ice towels, misting fans, etc. for before, during, and after activity.
3. Provide ample amounts of water. This means water should always be available and athletes should be able to take in as much water as they desire.

Use the Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during exercising in the heat:

Cat 2	Activity Guidelines
< 79.9	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
80.0 - 84.5	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 5 min each. Cold Water Immersion must be available. (see below)
84.6- 87.5	Maximum practice time is 2 h. Contests may conclude if the temperature moves to orange mid-game with the required breaks provided. No new contests may be started if the temperature is in this range. <u>For Football:</u> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout each hour of practice. Cold Water Immersion must be available. (see below)
87.6 - 89.9	Maximum practice time is 1 h. <u>For Football:</u> No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout the hour of practice. Cold Water Immersion must be available. (see below) Consider postponing games or practices until a cooler time of day.
> 89.9	No outdoor workouts. Delay practice until a cooler WBGT is reached. Table 1 (all temperature readings as measured by WBGT devise)

Treatment of Exertional Heat Stroke and Cold-Water Immersion:

In the event of potential Exertional Heat Stroke (EHS), each school participating in interscholastic sports shall be properly prepared and equipped to activate EMS and initiate rapid whole-body cooling using an evidence-based cooling modality. The current best practice for the treatment of exertional heat stroke is rapid whole-body cooling via Cold Water Immersion (CWI) on-site followed by transport to advanced medical care (Cool first transport second). If whole-body CWI is not readily available, alternate evidence-based whole-body cooling techniques can be utilized (e.g. TACO method). The best practices shall be carried out by a licensed athletic trainer, designated healthcare provider, or EMS provider. In the event that these medical providers are not available and heat illness is suspected, cooling should be initiated until advanced medical personnel arrives.

The cooling modality shall be ready for immediate use when WBGT is at or above 80F. At WBGT temperatures below 80F the cooling modality should be readily available.

Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to or after the injury

Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (who meets the description above) will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school’s approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to his or her school’s Return to Play (RTP) protocols before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

Sports Medicine



ILLINOIS HIGH SCHOOL ASSOCIATION. 2715 McGraw Drive • Bloomington, IL 61704
• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

Concussion Information

Return to Play (RTP) and Return to Learn (RTL)

Background: With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers, advanced practice nurses (APN), physician’s assistants (PA) and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity

Mandatory Concussion Education

Required concussion education for all athletic coaches and marching band directors is another component of the Youth Sports Concussion Safety Act passed by the Illinois General Assembly in the fall of 2015.

The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach or marching band director at an IHSA member school.

The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’ heading on the Schools Center homepage.

For more information on the Youth Sports Concussion Safety Act, including specific requirements of the law and other concussion education providers besides IHSA, individuals can access Sports Medicine resources on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.



School's Responsibility: Sportsmanship



School's Responsibility to an Official Prior To The Season

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.
Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. Avoid embarrassment.
3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

School's Responsibility to an Official Prior To The Contest

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
 - a. Provide a reserved parking space.
 - b. Meet officials and take them to the dressing room.
 - c. Have refreshments available for halftime and postgame.
 - d. Ask for any additional needs.
 - e. Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
 - f. Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.

School's Responsibility to an Official During The Contest

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

School's Responsibility to an Official After The Contest

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.



Do What's Right Sportsmanship

DWR Expectations

- Represent your school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.
- Use positive yells, chants, songs or gestures.
- Display modesty in victory and graciousness in defeat.
- Respect and acknowledge the integrity and judgment of officials.
- Exhibit positive behavior in both personal interaction and social media comments.

Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.



Contact: Matt Troha • mtroha@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

Congratulations on qualifying for an IHSAA state final in a team sport. In order to provide the best possible coverage of this event for your school newspaper, yearbook and AV club, etc. you are entitled to have up to three students receive credentials to cover this event as official media members. In the event that you have less than three students, an adult sponsor may be included on this list. To apply for student media credentials, please have your Athletic Director or an individual involved with the aforementioned programs email Matt Troha (mtroha@ihsa.org) at the IHSAA with the following information:

- 1) The names of individuals attending
- 2) Whether they are students or adults
- 3) If the attending individuals will serve as reporters, photographers, videographers, etc.

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area.

Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

The individual applying for student media credentials will receive specific information on credential pick-up and media regulations at the event via email in the days leading up to the state final.

Please note that student media credentials are only available for state final events in team sports. Due to the sheer volume of schools who qualify in individual sports, our press facilities would be unable to accommodate student media from all participating schools in individual sports. Student media are also welcome to cover IHSAA state final activities. Credentials are not required for these events, but please have your students check-in with state final personnel upon arrival for media coverage regulations.

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

Each school will be eligible to receive a pass for an individual attending the state final event to shoot game film that is for the sole purpose of being used by the coaching staff for postgame breakdown. Passes for videographers shooting highlight videos, documentaries, etc. should be included in student media application reference above. Additional passes for videotaping purposes will need to come from the allotment of state final passes given to school/head coach at or prior to the state final event.

To apply for a credential to shoot video, please have your Athletic Director email Matt Troha (mtroha@ihsa.org) at the IHSAA with the name of the individual who will be taping and whether they are an adult or a student.

Please contact Matt Troha (309-6336-377) at the IHSAA or any questions related to this document.

Internet Video Broadcasting Information



Contact: Matt Troha • mtroha@ihssa.org • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology has brought about many new potential internet broadcasting partners who may contact you seeking to broadcast the postseason IHSA events you host.

The IHSA's official broadcast partner, the NFHS Network, has the first right to exclusively broadcast any postseason IHSA event. If your school streams on the NFHS Network, via either the School Broadcast Program or a fixed Pixellot camera system in your gym or stadium, then you are encouraged to exclusively stream any/all postseason games you host. Additionally, if an NFHS Network school competing in the postseason tournament you are hosting would like to broadcast on the NFHS Network, they should be given exclusivity to do so as well. The NFHS Network also partners with several third party media companies, who should be granted the same exclusivity to broadcast as a school.

If you as the postseason host are not an NFHS Network school, and no competing school contacts you about broadcasting on the NFHS Network, at that point, a third party can be granted the rights to broadcast the event on the internet. In this instance, a broadcast rights fee is due to the IHSA. The internet streaming fee schedule is listed below. Potential broadcasters should be directed to complete and submit the IHSA Broadcast Application form from the IHSA website (TV fee schedule also located in this application), which can be found here:

www.ihssa.org/documents/media/Video%20Ap.pdf

If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please email/call Matt Troha at the IHSA office (mtroha@ihssa.org or 309-663-6377).

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

GIRLS BASKETBALL

Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

FOOTBALL

Per 1st Round Playoff Game-\$250
Per 2nd Round Playoff Game-\$325
Per Quarterfinal Playoff Game-\$400
Per Semifinal Playoff Game-\$475

ALL OTHER SPORTS

Per Regional Game/Meet-\$75 Per
Sectional Game/Meet-\$100
Per Super-Sectional Game/Meet-\$150

VOLLEYBALL

Per Regional Game-\$100
Per Sectional Game-\$125
Per Super-Sectional Game-\$150

SWIMMING & DIVING

Per Sectional Meet-\$250

TRACK & FIELD

Per Sectional Meet-\$250

WRESTLING

Per Regional meet-\$200
Per Sectional meet-\$325



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.

IHSA Licensed Vendor



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Tammy Craig at 309-663-6377, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Royalty Report: For a downloadable pdf of the Royalty Report go to http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf